



Outside School Care NT

## OSC-NT.27 – Infectious Disease Policy

<b>Policy Description</b>	This Policy statement outlines the guidelines that should be followed when a child becomes sick in care or an outbreak of an infectious disease is confirmed or suspected.
<b>Key Points</b>	All staff should be familiar with the concepts and procedures for infection control as well as the factsheets for common illnesses outlined in <b>Staying Healthy in Childcare (5<sup>th</sup> Edition)</b> .
<b>1.0 Notification of Parents/Guardian</b>	OSC NT staff will ensure Parents are informed as soon as reasonably practicable: <ul style="list-style-type: none"><li>- if a child is involved in an incident, is injured or becomes sick in care</li></ul> Parents/Guardians will also be informed within twenty four (24) hours if the outbreak of an infectious disease is suspected.
<b>1.2 Documentation of incident, injury or illness</b>	OSC NT Staff will complete for each child involved in an incident causing injury or suffering from illness (suspected infectious or otherwise) a <b>Record of incident, injury or illness Record</b> . A blank template of this form is included under OSC NT checklists and can be found on the ACECQA website. The <b>Record</b> will include: <ul style="list-style-type: none"><li>(a) details of any incident in relation to a child or injury received by a child or trauma to which a child has been subjected while being educated and cared for by the education and care service or the family day care educator, including—<ul style="list-style-type: none"><li>(i) the name and age of the child; and</li><li>(ii) the circumstances leading to the incident, injury or trauma; and</li><li>(iii) the time and date the incident occurred, the injury was received or the child was subjected to the trauma;</li></ul></li><li>(b) details of any illness which becomes apparent while the child is being educated and cared for by the education and care service or the family day care educator including—<ul style="list-style-type: none"><li>(i) the name and age of the child; and</li><li>(ii) the relevant circumstances surrounding the child becoming ill and any apparent symptoms; and</li><li>(iii) the time and date of the apparent onset of the illness;</li></ul></li><li>(c) details of the action taken by the education and care service or family day care educator in relation to any incident, injury, trauma or illness which a child has suffered while being educated and cared for by the education and care service or family day care educator, including—<ul style="list-style-type: none"><li>(i) any medication administered or first aid provided; and</li><li>(ii) any medical personnel contacted;</li></ul></li><li>(d) details of any person who witnessed the incident, injury or trauma;</li></ul>

	<p>(e) the name of any person—</p> <p>(i) whom the education and care service notified or attempted to notify, of any incident, injury, trauma or illness which a child has suffered while being educated and cared for by the education and care service or family day care educator; and</p> <p>(ii) the time and date of the notifications or attempted notifications;</p> <p>(f) the name and signature of the person making an entry in the record, and the time and date that the entry was made.</p> <p><b>Infectious Disease documentation</b> – An infectious disease log is to be kept at each OSC NT site. The following information must be logged in the event of an Infectious Disease outbreak:</p> <p>a) Name/s of the student/s/staff who became infected</p> <p>b) Diognoses date (as by a medical practitioner)</p> <p>c) The date in which they returned back to the service</p>
<p><b>1.2 Notification of Infectious Disease</b></p>	<p>If and when there is a confirmed case of an infectious Disease, OSC NT management will ensure that the child/ren/staff are properly quarentined for the appropriate exclusion period, to see the reccomended exclusion periods for infectious didease', please refer to <b>Staying Healthy in Childcare (5<sup>th</sup> Edition)</b>.</p> <p>Notification to all families at the site will include:</p> <p>a) Sending out an email via Kidsoft, where all parents will be notified straight away</p> <p>b) A letter to be sent home with the families, potentially also to all children within the school (that may not attend the OSC NT service)</p> <p>c) A poster to be displayed at the OSC NT service, presenting what the infectious disease was and the date of dianoses.</p> <p>d) A pamphlet offered to the parents, explaining the infectious disease and what symptoms to look out for.</p> <p>The Regulatory Authority should be contacted</p>
<p><b>Related Policy and Procedures, Forms and Checklists:</b></p>	<p>Incident, injury, trauma and illness Record  First Aid Policy  Suspected Infectious Diseases Procedure</p>
<p><b>Specific Information for Parents:</b></p>	
<p><b>Sources/References:</b></p>	<p>1. Education and Care National Amendment Regulations 2017, regulations 85, 88,  2. Staying Healthy In Childcare (5<sup>th</sup> Edition)  3. National Quality Standards February 2018, standards 2.1, 2.1.4, 2.3, 2.3.3, 2.3.4</p>
<p><b>Version Control/Updates:</b></p>	<p>Version: 2.0 December 2013</p> <p>To be reviewed and updated by: June 2014</p> <p>Version: 3.0 June 2015</p> <p>To be reviewed and updated by: June 2016</p> <p>Version: 4.0 June 2016</p> <p>To be reviewed and updated by: September 2017</p> <p>Version: 5.0 November 2017</p> <p>To be reviewed and updated by: November 2018</p>

